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NEW MEXICO LEGISLATURE

## REQUEST FOR PROPOSALS



**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

**RFP #: 2024-01-DV**

**DOMESTIC VIOLENCE SERVICES**

**MAY 2024**

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## I. ADVERTISEMENT

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**RFP #: 2024-01-DV**

### **Domestic Violence Services in Grants, NM 87020**

The Northwest New Mexico Council of Governments (NWNMCOG) is requesting proposals from qualified firms or offerors for the purpose of providing domestic violence and sexual assault services in Grants, NM. Proposals shall be valid for ninety (90) days subject to all action by the Northwest New Mexico Council of Governments. NWNMCOG reserves the right to reject any or all proposals in part or in whole. Proposals shall be submitted in a sealed container or envelope indicating the proposal title and number along with the offeror's name and address clearly marked on the outside of the container or envelope. **All proposals must be received and recorded by the Northwest New Mexico Council of Governments, 106 West Aztec Avenue, Gallup, NM 87301, no later than 4:00 PM (Mountain Daylight Time) on June 21, 2024.**

**No Pre-Proposal Conference will be held for this opportunity.**

EQUAL OPPORTUNITY EMPLOYMENT: All qualified offerors will receive consideration of contract(s) without regard to race, color, religion, sex or national origin. Proponents of this work shall be required to comply with the President's Executive Order No. 11246 as amended.

Request for Proposals will be available by contacting Martina Whitmore, Procurement Manager by telephone at (505) 722-4327, or by email at [mwhitmore@nwnmcog.org](mailto:mwhitmore@nwnmcog.org) or by accessing NWNMCOG's website at <http://www.nwnmcog.com/request-for-proposals.html>

**ANY PROPOSAL SUBMITTED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE ACCEPTED.**

Published on NWNMCOG website on May 24, 2024

## II. OVERVIEW OF OFFERING

### A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The Northwest New Mexico Council of Governments (NWNMCOG) was directed and awarded \$200,000 in State of New Mexico funding for the following purpose: “for sexual assault services in Grants” based on the legislative intent to provide overall domestic violence in Grants, NM. This funding can be utilized starting July 1, 2024 until June 30, 2026.

The NWNMCOG is seeking the services of a qualified organization or agency to provide comprehensive domestic violence services to individuals and families within the community. The aim is to support victims of domestic violence, raise awareness, and promote prevention and intervention strategies. The selected provider will be responsible for delivering a range of services and programs to address the needs of domestic violence survivors and their families.

**The provider must currently operate a facility and program in the Grant, NM area.**

**Detailed Specifications:** The domestic violence service provider must meet the following specifications and adhere to relevant standards:

1. **Qualified Staff:** The organization must employ certified domestic violence counselors or advocates who possess the necessary knowledge and expertise to support victims and their families.
2. **Confidentiality:** All client information and discussions must be kept strictly confidential, as mandated by federal and state laws, including the Health Insurance Portability and Accountability Act (HIPAA).
3. **Comprehensive Services:** The provider should offer a comprehensive range of services, including but not limited to the following:
  - - 24/7 crisis hotline services or coordination with a service
  - - Emergency shelter and transitional housing
  - - Individual and group counseling
  - - Court advocacy and legal assistance
  - - Safety and prevention education programs
  - - Youth services for children exposed to domestic violence
  - - Support for underserved populations, including non-English speakers and individuals with disabilities
4. **Collaboration:** The organization must have the capacity and willingness to collaborate with community organizations, law enforcement agencies, and other stakeholders to provide a coordinated approach towards addressing domestic violence.
5. **Reporting and Data Collection:** The provider must maintain accurate records, provide timely statistical reports, and comply with all data collection requirements set forth by funding sources and regulatory entities.
6. **Evaluation and Continuous Improvement:** The selected organization should have a systematic process for program evaluation and demonstrate a commitment to continuous improvement in the delivery of domestic violence services.
7. **Relevant Standards:** The domestic violence services must adhere to all applicable federal, state, and local laws and regulations, as well as meet the established standards of professional and ethical conduct.

## B. SCOPE OF WORK

### **Service Requirements**

The domestic violence service provider will be expected to fulfill the following requirements:

1. Operate or coordinate with a 24/7 crisis hotline to provide immediate support and assistance to individuals experiencing domestic violence.
2. Ensuring safe and confidential emergency shelter and transitional housing options are available for victims and their children.
3. Offer individual and group counseling sessions for victims and their families, addressing trauma, safety planning, and empowerment.
4. Provide court advocacy services, accompanying victims to legal proceedings, assisting with protective orders, and connecting them with legal resources.
5. Design and implement safety and prevention education programs targeting community members, schools, workplaces, and other groups.
6. Develop specialized services for children exposed to domestic violence, including counseling, support groups, and age-appropriate educational activities.
7. Ensure language access by having interpretation services available for non-English speakers, including cultural competency and sensitivity in service provision.
8. Create outreach strategies to engage underserved populations, such as individuals with disabilities, LGBTQ+ individuals, and ethnic or racial minorities.
9. Participate in regular meetings and collaborate with local law enforcement agencies, healthcare providers, social services, and other relevant organizations to enhance coordination and cooperation.
10. Stay up-to-date with best practices and emerging trends in the field of domestic violence services in order to continuously improve the quality and effectiveness of the programs.

### **Delivery Requirements**

The domestic violence service provider must satisfy the following delivery requirements:

1. **Availability:** The organization should be available to offer or coordinate a service 24/7, ensuring immediate response to crisis situations and timely assistance to victims.
2. **Geographical Coverage:** The provider must have the capacity to serve the entire City of Grants, NM, including underserved areas and populations.
3. **Coordinated Referrals:** The organization should establish processes for receiving and coordinating referrals from law enforcement, healthcare providers, social services, and other agencies.
4. **Cultural Sensitivity:** The service delivery must be culturally sensitive and respectful towards the diverse population of the city, including Native American communities.
5. **Documentation and Reporting:** The provider must maintain accurate records, including intake forms, case notes, and statistical data, and submit required reports to the NWNMCOG and funding sources in a timely manner.
6. **Evaluation and Feedback:** The organization should be open to receiving feedback from clients, stakeholders, and the partners to continuously improve the delivery of services.
7. **Data Security:** The provider must have policies and procedures in place to ensure the security and integrity of all client data and comply with relevant privacy laws.

8. Insurance: The organization must provide evidence of appropriate insurance coverage, including liability insurance, workers' compensation, and professional indemnity.
9. Compliance: The selected provider will be expected to comply with all federal, state, and local laws, as well as any applicable regulations and guidelines.

### **Proposal Submission Requirements**

The interested organizations must submit a comprehensive proposal that includes:

1. A cover letter detailing the organization's qualifications, experience, and commitment to providing domestic violence services. (2 pages maximum)
2. A technical proposal outlining the approach to service delivery, including staffing, service delivery models, and coordination with community partners. (2 pages maximum)
3. A budget proposal that demonstrates a clear understanding of the financial resources required for the provision of comprehensive domestic violence services. (2 pages maximum)
4. References from previous clients or partners who can speak to the organization's capacity and effectiveness in delivering domestic violence services. (1 page maximum)
5. Provide copies of organizational documents:
  - **Articles of Incorporation/By-Laws:** Documents should include names of board members, officers, and date agency was incorporated. *NOTE: On a separate sheet of paper attached to the end of the incorporation documents, the agency must provide a list of the names, phone numbers, and addresses of all individuals who are authorized to sign official papers and documents on behalf of the organization.*
  - **Audit Report and IRS Form 990:** Applicants are required to submit a **recent Financial Audit or IRS Form 990**
  - **Proof of IRS Status Determination:** Legal documentation listing the IRS status of the firm or agency.
  - **New Mexico Certificate of Good Standing**
  - **Previous Year Budget (FY23)**
  - **Signed Campaign Contribution Disclosure Form**
  - **Signed NM Health Care Coverage Form**

### **Evaluation Criteria**

The proposals received will be evaluated based on the following criteria:

1. Experience and Qualifications: The organization's track record, relevant experience, and qualifications of staff in the field of domestic violence services.
2. Comprehensiveness of Services: The scope and range of services provided, addressing prevention, intervention, and recovery components of domestic violence.
3. Collaboration and Coordination: The ability to effectively collaborate with community partners, stakeholders, and relevant agencies to ensure a coordinated response to domestic violence.
4. Cultural Competency: The organization's ability to deliver services that are sensitive to diverse cultural backgrounds, including Native American culture.
5. Cost-effectiveness: The proposed budget should demonstrate a clear understanding of the financial resources required to deliver services efficiently and effectively.

6. Quality Assurance: The provider's commitment to program evaluation, data collection, and continuous improvement in delivering domestic violence services.

**Timeline:** The following timeline outlines the key milestones and deadlines for the solicitation process:

1. Release of Solicitation: [May 24, 2024]
2. Deadline for Submission of Written Questions: [June 7]
3. Pre-Proposal Conference (if applicable): [N/A]
4. Deadline for Proposal Submission: [June 21, 2024 by 4PM]
5. Evaluation of Proposals: [June 26]
6. Selection of Finalists: [June 26]
7. Oral Presentations (if applicable): [TBD]
8. Contract Negotiation: [June 28]
9. Contract Award: [June 30]
10. Contract Commencement: [July 1]

This Scope of Work is intended to provide a clear and detailed description of the requirements for the provision of domestic violence services by prospective organizations. The NWNMCOG looks forward to receiving proposals that demonstrate a commitment to excellence in addressing domestic violence and promoting the well-being of our community members.

C. SCOPE OF PROCUREMENT

The Agency intends on establishing a contract with an immediate contract term by or around October/November 2022 that will run until September 15, 2023 that follows the effective date and terms in the executed contract.

D. PROCUREMENT MANAGER

The Agency has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number is listed below. All deliveries via express carrier should be addressed as follows:

**Martina Whitmore**  
**Procurement Manager**  
**Northwest New Mexico Council of Governments**  
**106 W. Aztec Avenue**  
**Gallup, NM 87301**  
**Ph. (505)722-4327**  
**Email: [mwhitmore@nwnmcog.org](mailto:mwhitmore@nwnmcog.org)**

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other Agency employees do not have the authority to respond on behalf of the Agency.

E. DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this procurement

document.

“Agency”, or “NWNMCOG” means the Northwest New Mexico Council of Governments.

“Close of Business” means 4:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“Contract” or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

“Contractor” means a successful Offeror who enters into a binding contract.

“Determination” means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

“Desirable” The terms “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

“Evaluation Committee” means a body appointed by the Agency management to perform the evaluation of Offeror proposals.

“Finalist” is defined as an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

“Offeror” is any person, corporation, or partnership that chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an Offeror who submits a responsive proposal and has furnished, when required, information and data to prove that his / her / their financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity, timeline and/or delivery requirements.



## APPENDIX A: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money

or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of

their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position)

--OR--

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (Position)

**APPENDIX B: NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM**

1. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to:
  - (a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;
  - (b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or
  - (c) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <http://insurenwmxico.state.nm.us/>.
4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

Signature of Offeror: \_\_\_\_\_ Date \_\_\_\_\_